

REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 07-008

The City of Houston intends to enter into contract with a professional engineering firm to provide engineering services for the project listed below. The work to be performed by the engineer under the proposed contract shall consist of engineering services as outlined in the scope below.

To qualify for the selection, the submitting firm must have a professional engineer, registered in Texas, who can sign and seal the work to be performed under the contract. To be considered for evaluation, firms should submit a specific statement of qualifications (SOQ) for the project(s) below and may not submit more than one response to this RFQ or be subject to disqualification.

The submittal shall include a transmittal letter. Following the transmittal letter shall be a one-page letter from each sub-consulting firm proposed in the submittal indicating that firm's desire to be included and indicating a general statement of the scope of services that the sub-consultant will perform if the submitting firm is selected. A copy of the submitting firm's response to questionnaire pertaining to "conflict of interest" submitted to the City Secretary should also be included. Local Government Code Chapter 176 requires firms seeking to do business with the City of Houston ("City") to file a Conflict of Interest Questionnaire with the City Secretary. The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at: <http://www.ethics.state.tx.us/forms/CIQ.pdf>. The completed Conflict of Interest Questionnaire will be posted on the City Secretary's website. A list of the City Local Government Officers is posted on the City Secretary's website. It is the submitting firm's responsibility to submit the latest version of the CIQ form as promulgated by the Texas Ethics Commission.

The length of submittal document shall not exceed 10 pages (single sided). The qualifications shall include:

- specific technical capabilities of the firm(s) for the project(s);
- prior demonstrated experience in accomplishing similar projects;
- demonstrated timeliness on similar projects;
- demonstrated ability to find cost saving/cost effective solutions;
- examples of effective services rendered during the construction phase of projects engineered by the firm;
- specific qualifications of employees intended to be assigned on the project(s);
- identification and qualifications of sub-consultants intended to be used on the project(s), and
- demonstrated ability to fulfill MWBE goals.

A committee appointed by the Director of Public Works will review the submittals and recommend the most highly qualified submitting firms for selection. The PWE-100 Form and previously completed engineer evaluations on file will be used along with the submittal document for evaluating each submitting firm's qualification.

A pre-submittal meeting will be held at 3:30PM on 16 June, 2006 in the George Brown Convention Center, Room 306, to discuss this and other solicitations. A firm may not have more than two (2) members at this meeting.

Deadline: Seven (7) copies of a letter of interest notifying the City of Houston of the provider's intent to be considered for these professional services, including qualifications and accompanying statements shall be addressed to the City of Houston, Department of Public Works and Engineering 611 Walker, 15th floor, Attention: Mr. Harish Jajoo, P.E. Houston, Texas 77002 and will be received until 2:00 p.m. (CST) by June 30, 2006. Any submissions received after this time will not be considered. Submit qualifications in a sealed envelope and clearly identify RFQ number and firm name on outside of the envelope.

BIOMONITORING & CHEMICAL TESTING, AND REGULATORY MATTERS SERVICES FOR VARIOUS WASTEWATER TREATMENT FACILITIES

- Project Location: Citywide
- General Scope: This project consists of conducting and performing field sampling, field monitoring, and performing all necessary services for biomonitoring and chemical testing for selected Wastewater Treatment Facilities, as identified and requested by the Director in writing. This scope of work may include, but not be limited to,
 - a) conducting biomonitoring (Whole Effluent Toxicity) testing at the selected WWTP Facilities,
 - b) performing chemical testing in support of Toxicity Identification Evaluation and serving as a backup laboratory for City of Houston's Wastewater Operations Central Testing Laboratory,
 - c) preparation of Toxicity Reduction Evaluation plans for filing with the regulatory agencies and conducting Toxicity Reduction Evaluation pursuant to those plans for the City's wastewater treatment plants,
 - d) preparation of the required documents for filing and successful issuance of new and amended effluent discharge permits for the City's wastewater treatment plants from the Environmental Protection Agency and the Texas Commission on Environmental Quality,
 - e) assistance with watershed management issues for the City's wastewater treatment facilities, and f) assistance with the storm water run-off related issues at the City's wastewater treatment facilities.
- Anticipated City of Houston Milestones:
 - Initiation of Engineering: 3rd Quarter of FY'07
 - Report(s) Completion: Schedule to be determined
 - Consolidation Plan Completion: Schedule to be determined